

**United States Department of Agriculture  
Food and Nutrition Service  
Career Intern Program Announcement  
Open Period: March 15<sup>th</sup> – March 29<sup>th</sup>**

**Announcement Number:** 10-FNS-194

**Job Title, Series, Grade:** Program Analyst GS-0343-09, PD# 10Z207

**Salary Range:** \$51,630-\$67,114

**Promotion Potential:** GS-12 (currently, GS-12 step 1 equals \$74,872)

**Duty Location:** Alexandria, VA

**Position Information:** Full Time

**Who May Be Considered:** US Citizens

**Duties:** The incumbent serves as a Program Analyst in the Supplemental Nutrition Assistance Program (SNAP), performing the following major activities: program administration, specifically modernization activities, and improving access to SNAP by eligible low income people.

**Eligibility Requirements:** Applicants must be U.S. Citizens.

**Qualification Requirements:** Fifty-two weeks of experience at the GS-07 level, or equivalent, that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience includes participating as a team member on a large project or study and preparing and presenting information in an informal setting within a Federal Nutrition assistance program, social service program, public assistance and/or public health program.

OR

**Education:** A Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSABLE.

**How to Apply:** Submit the following materials, **no later than the closing date**, to the HR Specialist:

1. USDA Career Intern Program Application (available on-line at <http://www.usda.gov/da/employ/CareerInternApplication.htm> )
2. An application (examples: Optional Application for Federal Employment, OF 612; or résumé). Include the vacancy identification number on all faxed documents. The application must include work experience, training, education, and awards relevant to the qualifications requirements. For work experience, specify the dates, grade level (if applicable), and the number of hours worked per week. For training or self-development activities, specify course titles, classroom hours completed and dates. **Do not send position descriptions.**
3. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA). Eligibles claiming 10-point preference must also submit an Application for 10-Point Veteran Preference, [SF-15](#), along with the required documentation listed on the back of the form. (For more information on Veterans' programs, please see the [VetsInfo Guide](#))
4. The following materials are recommended: A copy of a college transcript or a list of college courses.

Application packages may be submitted via email, fax, or US Mail to the following contact:

Nathan Pickens- HR Specialist  
Room A2-F  
200 Third Street  
Parkersburg, WV 26106-5312  
Fax: 304-480-8358  
Email: [nathan.pickens@bpd.treas.gov](mailto:nathan.pickens@bpd.treas.gov)

**For Questions:**

Nathan Pickens  
304-480-5583

**EEO Statement:**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**Reasonable Accommodation Policy Statement:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.